Historic, archived document

Do not assume content reflects current scientific knowledge, policies, or practices.

1.9
In3M

LIBRARY
RECEIVED
★ JUN 24 193 ★
U. S. Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF INFORMATION
WASHINGTON

PUBLICATIONS
PRESS SERVICE
RADIO SERVICE

June 9, 1936.

MEMORANDUM FOR BUREAU CHIEFS

An examination of the requisitions drawn by the bureaus for photographic and drafting work in the Section of Illustrations leads me to think that a good deal of work is ordered for which there is no real necessity. I note, for instance, that prints are ordered of poor or worthless negatives; that many more prints are requested than would seem to be actually required; that some photostat work is ordered of material that should be reproduced otherwise (for example, I question the necessity of photostating a 17-page typewritten report from a field station); that expensive enlargements are ordered in quantities (in some cases the pictures are so poor as to be of doubtful value for that purpose); that pictures and copies of personal records are sometimes ordered which seem of doubtful official character; and that requisitions are drawn or oral requests made for tentative drafting work that must be done over or that does not pertain to the publication or information program of the Department. Furthermore, so much of the work is ordered rush or immediately that it adds to the difficulty of orderly procedure in the Section of Illustrations.

Of course, I appreciate the fact that the bureaus are paying for the material used for the work ordered, and my major concern, therefore, is the overloading of that Section with work to such an extent that we are asked to provide additional personnel.

To make certain that the bureau requisitions are for bonafide needs, I suggest that in each bureau the one appointed to handle this work be authorized to scrutinize it and to question and reject any orders that cannot be fully justified officially. If this is done it should mean a material lessening of the load now carried by the Section of Illustrations and give the personnel there an opportunity to bring the required work more nearly up to date.

Sincerely yours,

M. S. Eisenhower,
Director of Information.